

MOECS Features for Currently Michigan Certified Teachers

Log into your MOECS account to access the following features:

UPDATE YOUR DEMOGRAPHICS/PERSONAL INFORMATION

Click on the “Manage Demographics/Personal Information” button on the left navigation menu and update your personal information and provide the best way to contact you.

NOTE: If you do not have access to your work email account during the summer break, please consider using an email address for which you have continual access to avoid missing vital notifications.

UPDATE YOUR PROFESSIONAL LEARNING

Click on the “View Professional Learning” button on the left navigation menu and update the information needed for certificate renewal or progression. All your professional learning does **not** need to be housed here; only that which is used for certification purposes.

Professional learning that is usable for certification must be obtained AFTER the issue date on your certificate.

To add college credits click on college credits tab. Click “add” and fill in the required fields.

State Continuing Education Clock Hours (SCECHs) are uploaded into your account by an approved SCECH sponsor. If they are not located in your account under the SCECHs/SB-CEUs tab, please contact your SCECH coordinator.

To add District Provided Professional Development (DPPD) click on the District Provided PD tab. Click “add” and fill in the required fields. Print your list and attach it to the required DPPD form and have your employer sign it. Click on the “Forms” button on the left navigation panel to obtain the appropriate DPPD form.

You may view your total professional learning hours applicable to your next renewal by clicking on the “Totals” tab.

APPLY FOR CERTIFICATE RENEWAL/PROGRESSION

Click the left navigation button labeled “Apply for educator certification or renewal”. MOECS will guide you through the application process by asking a series of questions. Submit your application and click on the “Home” button on the left navigation menu.



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ONLINE FEE PAYMENT

Click on the "Home" button on the left navigation menu. All of your pending applications will be viewable here once they are submitted. An active "Pay Fee" link will appear on the right of your application. Payment can be made using credit or debit cards only.

NOTE: Payment is for the evaluation process and receipt of payment by this office does not constitute approval of your certificate.

CHECKING THE STATUS OF YOUR APPLICATION

Click on the Home button on the left navigation menu. All of your pending applications will be viewable here once they are submitted.

Submitted: requires university approval or action; requires employer approval or action; not applicable to all applications

Pending Conviction Review: not applicable to all applications, only those requiring court documents under school safety laws

Pending Payment: Click "Pay Fee" link to continue with your application.

Waiting for Documents: Utilize the cover letter to ensure you send all required documents. Allow 2 weeks for OPPS to process before calling or email to check for receipt.

Pending Evaluation: Preliminary documentation has been received and you will hear from an evaluator within 4-6 weeks.

Hold: You received an email with the reason for the hold. To review the hold reason, click on your application number.

Temporarily Approved: Testing or additional coursework is required. This is a ONE-YEAR temporary status.

Approved/Denied/Canceled: One of these statuses will indicate the completion of your application evaluation.

PRINTING

Upon certificate approval you may print your certificate by clicking on the "Print Certificate" button on the left navigation panel. The certificate will be official once signed and notarized.

If you need assistance, please contact MOECS Support at MOECSSupport@mi.gov or call 517-373-3310 during phone support hours.